

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, December 14, 2004 - 9:00 a.m.
Varner Hall - Board Room
38th and Holdrege, Lincoln, Nebraska

AGENDA

Meeting Documents:

Click the links in the agenda
or [click here](#) for all documents (X.X MB - XX pages)

1. Roll Call and Meeting Notice
2. Public Comment
3. Approval of Minutes* - [November 2, 2004](#)
4. Standards and Guidelines
 - Recommendation to the NITC*

Groupware Architecture	Lotus Notes Standards for State Government Agencies - Comments Received Lotus Notes Guidelines for State Government Agencies - Comments Received (None)
Security Architecture	Identity and Access Management Standard for State Government Agencies - Comments Received

5. IT Project Review Process Discussion
6. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group
 - CAP
 - Security Work Group
 - Statewide Synchronous Video Network Work Group
7. Election - Technical Panel Chair for 2005*
8. Other Business
9. Next Meeting Date

Tuesday, January 13, 2005

10. Adjourn

* Denotes Action Item

NITC and Technical Panel Websites: <http://www.nitc.state.ne.us/>
Meeting notice posted to the NITC Website: 2 NOV 2004

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 2 NOV 2004
Agenda posted to the NITC Website: 10 DEC 2004

TECHNICAL PANEL

Nebraska Information Technology Commission
Tuesday, November 2, 2004, 9:00 a.m.
Varner Hall-Board Room
3835 Holdrege, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Mike Beach, Nebraska Educational Telecommunications Commission
Brenda Decker, Department of Administrative Services, State of Nebraska
Christy Horn, University of Nebraska, Compliance Officer
Kirk Langer, Lincoln Public Schools
Steve Schafer, Office of the Chief Information Officer, State of Nebraska
Walter Weir, University of Nebraska

ALTERNATES PRESENT:

Rick Becker, Government I.T. Manager, Chief Information Officer
Rick Golden, University of Nebraska
Tom Conroy, Department of Administrative Services

CALL TO ORDER, ROLL CALL, AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:07 a.m. The meeting notice was posted to the Nebraska Public Meeting Calendar and the NITC web sites on September 20, 2004. The meeting date change was posted on October 5, 2004. The meeting agenda was posted to the NITC web site on October 29, 2004. A quorum was present at the time of roll call.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

A couple of typographical errors were corrected in the minutes.

Ms. Decker moved to approve the [September 14, 2004 minutes](#) as corrected. Mr. Beach seconded the motion. Roll call vote: Beach-Yes, Decker-Yes, Schafer-Yes, and Weir-Yes. Motion was carried.

PROJECT REVIEWS & FY2005-07 BIENNIAL BUDGET REQUESTS

([Project Summary Sheets](#) or [Full Text of the Projects](#))

Mr. Langer arrived at 9:10 a.m. Ms. Horn arrived at 9:14 a.m.

Mr. Becker explained the project reviews process. Agencies were given an opportunity to respond to reviewer comments. The Technical Panel's role in the process is to approve the technical reviews. For the proposals that did not include a budget, it was recommended to attempt to get this information from the agencies for the NITC meeting. Panel members provided comments and input on the requests and process. Staff indicated there will be an opportunity to evaluate and review the current process and forms.

Mr. Beach moved to approve the project reviews to be forwarded to the NITC. Ms. Horn seconded the motion. Roll call vote: Weir-Yes, Schafer-Yes, Langer-Yes, Horn-Yes, Decker-Yes, and Beach-Yes. Motion was carried by unanimous vote.

SECRETARY OF STATE RECORDS BOARD GRANT [ONLINE EMPLOYMENT APPLICATION REDESIGN](#)

Mr. Weir stated that the University of Nebraska utilizes PeopleAdmin software for online employment applications.

**Mr. Schafer moved to provided the following comments with respect to the project:
The Technical Panel, having reviewed the grant application entitled "Online Employment Application Redesign", finds that:**

- **The project is technically feasible.**
- **The proposed technology is appropriate for the project.**

- The technical elements can be accomplished within the proposed time frame and budget.
- The agency should consider other employment application software alternatives.
- The project should address issues relating to accessibility for persons with disabilities.

Ms. Horn seconded the motion. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Schafer-Yes, Weir-Yes, and Beach-Yes. Results: 6-Yes, 0-No. The motion was carried by unanimous vote.

STANDARDS AND GUIDELINES-GROUPWARE

Lotus Notes Standard for State Government Agencies

The State Government Council's Lotus Notes Work Group developed the draft standard for password requirements; user names; generic notes IDs; server names; organizational unit names; and group naming conventions. These were forwarded to the State Government Council for their review and input. At the September 16th meeting, the State Government Council reviewed the draft for recommendation to the Technical Panel.

Mr. Schafer moved to post the draft [Lotus Notes Standard for State Government Agencies](#) for the 30-day public comment period. Ms. Horn seconded the motion. Roll call vote: Langer-Yes, Horn-Yes, Decker-Yes, Beach-Yes, Weir-Yes, and Schafer-Yes. Results: 6-Yes, 0-No. The motion was carried by unanimous vote.

STANDARDS AND GUIDELINES-GROUPWARE

Lotus Notes Guidelines for State Government Agencies

The State Government Council's Lotus Notes Work Group developed the draft guidelines for Internet address and similar names. These were forwarded to the State Government Council for their review and input. At the September 16th meeting, the State Government Council reviewed the draft for recommendation to the Technical Panel.

Mr. Schafer moved to post the draft [Lotus Notes Guidelines for State Government Agencies](#) for the 30-day public comment period. Ms. Horn seconded the motion. Roll call vote: Horn-Yes, Langer-Yes, Decker-Yes, Schafer-Yes, Beach-Yes, and Weir-Yes. Results: 6-Yes, 0-No. The motion was carried by unanimous vote.

STANDARDS AND GUIDELINES-ARCHITECTURE

Identity and Access Management Standard for State Government Agencies

Tom Conroy, Director of IMServices, was available for comments and questions. The University of Nebraska is conducting a similar project. It would be beneficial for the state and the University to discuss progress and update each other. The University has representatives on the state's directory services work group. Mr. Weir stated that there is conference on this topic this month in San Diego, California and he would like the Technical Panel to have a briefing from staff that will be attending the conference. Discussion occurred regarding LDAP, other enterprise protocols, changing technology, and the need for an annual review.

Mr. Beach moved to post the draft [Identity and Access Management Standard for State Government Agencies](#) for 30-day comment period with the modification to include a provision for annual review as technology evolves. Ms. Horn seconded the motion. Roll call vote: Schafer-Yes, Decker-Yes, Weir-Yes, Beach-Yes, Langer-Yes, and Horn-Yes. Results: 6-Yes, 0-No. The motion was carried by unanimous vote.

[NITC STRATEGIC INITIATIVES](#)

Members were asked to provide any comments on the documents. The NITC will address these plans at their meeting on November 10th.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES

Accessibility, Christy Horn. There has been discussions and interactions with people regarding accessibility of websites. Ms. Horn would like to develop a plan to get information out to agencies and departments. Suggested avenues to get information to state government agencies included publishing an article in NITC news and hold a meeting with agency's procurement and technology staff.

CAP, Brenda Decker. The group is meeting today after the Technical Panel meeting. The University of Nebraska signed the Internet contract with Time Warner. The State of Nebraska has ordered the service and will be moving Internet service to Time Warner. Members of the group were in Scottsbluff yesterday to discuss next steps with local community members. The community member seemed interested and excited about Network Nebraska. The Nebraska Chapter of the National Management Association gave the DAS Division of Communications the Team of the Year Award for the Statewide Backbone Project.

Security Work Group, Steve Schafer. The next meeting will be held on Wednesday, November 17th. The key agenda item will be to revamp the Incident Reporting Process. The Division of Communications is taking the lead on this. Another agenda item will be to work on the RFP for the next security audit. Mr. Weir would like the Security Work Group to be involved with results of the Terrack testing to be held on November 4th at the University of Nebraska and the Department of Administrative Services.

Statewide Synchronous Video Network Work Group, Mike Beach. There will be meeting this Friday with the consortium directors to discuss issues and it is hoped that an agreement can be reached. The Nebraska Department of Education submitted a federal grant to help fund this effort but unfortunately this attempt was not successful. Several members and other entities are working on the funding efforts.

OTHER BUSINESS

Mr. Schafer stated that Dave Mannering recommended that the public sector IT Managers be invited to discuss Network Nebraska. He asked members to think about how to approach this request and would like it discussed at a future meeting.

NEXT MEETING DATES

The next meeting of the Nebraska Information Technology Commission will be held on Tuesday, December 14th, 9:00 a.m. in Varner Hall, 3835 Holdrege, Lincoln, Nebraska.

With no further business, Mr. Weir adjourned the meeting at 10:25 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO/NITC.



NEBRASKA INFORMATION
TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

**Lotus Notes Standards for State Government
Agencies**

Category	Groupware Architecture
Title	Lotus Notes Standards for State Government Agencies: 1. Password Requirements 2. User Names 3. Generic Notes Ids 4. Server Names 5. Organizational Unit Names 6. Group Naming Conventions
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies , excluding Higher Education; and agencies receiving an exemption pursuant to Section 4.2 Standard <input type="checkbox"/> State Government Agencies , all Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Nebraska Information Technology Commission after review by the Technical Panel (see Section 4.2). Guideline - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: September 16, 2004 Date Adopted by NITC: Other:

1.0 Technical Standard(s)

1.1 Password Requirements:

The Lotus Notes password requirements must meet the Nebraska Information Technology Commission (NITC) Security Policies -- Access Control Policy password standards. Using a Lotus Notes password strength of 8 or more is recommended to meet SGC standard.

1.2 User Names:

If two users with the same name work in the same agency, the Full Lotus Notes User Name must be unique. A middle initial or other identifier must be added to make the names unique.

Examples:

Jane Q. Doe

Jane (HHSS) Doe

1.3 Generic Notes IDs:

Generic Notes IDs are not acceptable.

As an alternative, the following options are available:

A standard mail-in database is recommended for sending and receiving mail when an agency has the need for multiple people to receive/respond to email.

A business unit mail-in database is recommended for sending and receiving mail when an agency has the need to protect the identity of the user(s) and ensure accountability to and from a shared mail file.

1.4 Server Common Names:

The Domino Server Common Name must be fully qualified so it can resolve to a configured IP address. A fully qualified name consists of a local host name and domain name. The Domino Server Name must be comprised of Common Name, Organizational Unit, and Organization.

Examples:

HHSSMAIL01.HHS.STATE.NE.US/HHSS/NEBRLN

RRRMAIL1.RRR.STATE.NE.US/RRR/ACME

1.5 Organizational Unit Names:

Organizational Unit Names must be 3 to 8 characters in length and must identify the Agency/Department.

1.6 Group Naming Convention:

Group Names must start with the owning agency first level Organizational Unit. The rest of the Group Name must be followed by a descriptive name identifying the Group's use. The components must be separated by an underscore (_) character or a blank space.

Examples: HHSS_Accounting, DAS_Accounting, DOC Accounting

2.0 Purpose and Objectives

2.1 Password Requirements:

Strict control over passwords is required for application security including email.

An ID that allows multiple users to send messages is considered a security risk. This includes individually assigned user IDs where the password is shared with other staff.

The use of multi-user IDs will NOT be allowed. Individuals can delegate the management of their email and calendar without sharing their password.

Mail-in databases can be used to allow multiple users to read and send memos from a shared location.

2.2 User Names:

Lotus Notes doesn't allow duplicate Lotus Notes User Names.

2.3 Generic Notes IDs:

A Generic Notes ID is any account that does not clearly identify an individual person or employee. Generic accounts are a security risk to an entire system and are not permitted except in an isolated environment.

2.4 Server Common Names:

To improve network connectivity the Domino servers must follow a fully qualified naming convention. The Domino server names will begin with an agency qualifier (the Lotus first level Organizational Unit is recommended), followed by the organization's DNS Domain Name.

2.5 Organizational Unit Names:

Allow for the access to specific resources by groups of users.

Allow the capability to apply security desktop archive, setup and registration policies to group of users.

Allow the ability to make users with same names unique based on their agency name.

2.6 Group Naming Convention:

Allows multiple agencies to have groups that serve the same function.

3.0 Definitions

3.1 Domino Server Name:

Server Name/Agency/Organization

3.2 First Level Organizational Level:

Joe Smith/CSI/DOC/NEBRLN where DOC is the first level Organizational Name

3.3 DNS:

Domain Name Server

3.4 Isolated Environment:

Server(s) that cannot send e-mail outside it's own environment and that can send mail only to defined users in the isolated environment.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, except higher education and those agencies receiving an exemption under Section 4.2.

4.2 Exemption

Exemptions may be granted by the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail (info@cio.state.ne.us) or letter (Office of the CIO, 521 S

14th Street, Suite 301, Lincoln, NE 68508). Requests will be considered by the NITC after review by the Technical Panel.

5.0 Responsibility

Agencies utilizing Lotus Notes.

6.0 Related Policies, Standards and Guidelines

From: Jon_Hawkins@nletc.state.ne.us
Sent: Wednesday, November 10, 2004 09:23 AM
To: info@cio.state.ne.us
Subject: Comment on Lotus Notes Standards for State Government Agencies

In section 1.1--Password Requirements, you define a standard for password strength. Would you want to also include a standard (or guideline) regarding expiration of Lotus Notes passwords? (e.g. no password expiration is required, passwords should expire and be changed within no more than X days, etc.)

Thank You,

Jon Hawkins
Infrastructure Support Analyst
Nebraska Law Enforcement Training Center
3600 North Academy Road
Grand Island, NE 68801
(308)385-6030 ext. 328



NEBRASKA INFORMATION TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

Lotus Notes Guidelines for State Government Agencies

Category	Groupware Architecture
Title	Lotus Notes Guidelines for State Government Agencies: 1. Internet Address 2. Similar Names
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies , excluding Higher Education Guideline <input type="checkbox"/> State Government Agencies , all Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Nebraska Information Technology Commission after review by the Technical Panel. Guideline - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: September 16, 2004 Date Adopted by NITC: Other:

Authority: Neb. Rev. Stat. § 86-516(6)
<http://www.nitc.state.ne.us/standards/>

1.0 Technical Guidelines:

1.1 Internet Address:

The following naming conventions can be used for Internet addresses:

Preferred:

[FirstName.LastName@xxx.ne.gov](#)

Acceptable:

[FirstName.LastName@xxx.state.ne.us](#)

[FLLLLLLL@xxx.ne.gov](#)

[FLLLLLLL@xxx.state.ne.us](#)

[FLastName@xxx.ne.gov](#)

[FLastName@xxx.state.ne.us](#)

[FLLLLLLL@xxx.state.ne.us](#) ,

where F is the first character of the first name,
LLLLLLL is up to the first seven characters of the last name.

[FLastName@xxx.state.ne.us](#),

where F is the first character of the first name,
LastName is the user full last name.

xxx can be any Division of Communications (DOC) approved identifier.

1.2 Similar Names:

When names are similar, distinguishing information should be added in the address book to the Middle Name field after the name is registered in Notes. The recommended information is either the Agency, Department, or City.

2.0 Purpose and Objectives:

2.1 Internet Address:

The internet address should clearly identify the recipient as a member of Nebraska State Government and what agency they work for.

2.2 Similar Names:

With thousands of users on the same system there are going to be several users with similar names. As a result, sometimes critical/confidential e-mail is addressed to the wrong individual.

3.0 Definitions

NA

4.0 Applicability

This guideline applies to all state government agencies, except Higher Education. Adherence to guidelines is voluntary.

5.0 Responsibility

Agencies utilizing Lotus Notes.

6.0 Related Policies, Standards and Guidelines

NA



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Identity and Access Management Standard for State Government Agencies

Category	Security Architecture
Title	Identity and Access Management Standard for State Government Agencies.
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies, excluding Higher Education; and agencies receiving an exemption pursuant to Section 4.2..... Standard <input type="checkbox"/> State Government Agencies, all Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable
	Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Nebraska Information Technology Commission after review by the Technical Panel (see Section 4.2). Guideline - Adherence is voluntary.

Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: November 2, 2004 Date Adopted by NITC: Other: To be reviewed annually by the Technical Panel.

1.0 Standard:

All state government web applications that require authentication and authorization of users will utilize the enterprise LDAP directory, known as Nebraska Directory Services.

2.0 Purpose and Objectives:

The purpose of this standard is to provide an enterprise solution for identity and access management capabilities to reduce security administration costs, ensure regulatory compliance, and increase operation efficiency and effectiveness. This standard focuses on web applications, because most if not all new applications will utilize web technology. To incorporate non-web applications into the Nebraska Directory Services would require additional cost and different policies to implement.

Objectives include:

- Build an identity-based portal (My.Ne.gov) that can integrate disparate applications, enable secure web access to applications and data, and enable users to access applications from their offices or remote locations.
- Implement a standardized, secure identify and access management architecture that provides centralized management with local administration of users, centralized user identity information, synchronized user identity information across multiple applications (where appropriate), and application-level authentication and authorization based on the unique identity of the user (as opposed to a shared logon ID).
- Use standards-based technology to ease application integration, provide for reuse of components and remain adaptable in the face of changing technology products.
- Ensure a solution that is scalable to meet the current and future needs of state agencies, their employees, clients and customers, and business partners.
- Meet federal security requirements for identity and access management, including HIPAA and NCIC security regulations.
- Provide a high level of security including the option of two-factor identification.

3.0 Definitions:

3.1 Authentication – The process of uniquely identifying an individual.

Authentication ensures that the individual is who he or she claims to be, but says nothing about the access rights of the individual.

3.2 Authorization – The process of giving individuals access to system objects based on their identity which allows them to add, update, delete or view information for a web application.

3.3 Identify and Access Management – Enterprise Identity Management is a system of technologies, business practices, laws and policies that manages common identification of user objects; reduce the costs while enhancing the quality of government services; protects the integrity of state resources; and safeguards the privacy of the individual.

3.4 LDAP – LDAP (Lightweight Directory Access Protocol) is an Internet protocol that applications use to look up user information from a server, such as Novell's eDirectory.

3.5 Web Applications – Web server based applications that are accessed using a web browser. This definition includes custom developed systems and third party software systems.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, boards, and commissions, except Higher Education and those agencies receiving an exemption under Section 4.2.

4.1.1 State Agencies, Boards, and Commissions

All new web applications requiring authentication and authorization of individuals must comply with the standard listed in Section 1.0. All existing web applications requiring authentication and authorization must convert to the standard listed in Section 1.0 as soon as fiscally prudent or upon an upgrade to the web application, whichever comes first, unless the application is exempt.

4.2 Exemption

Exemptions may be granted by the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail (info@cio.state.ne.us) or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). Requests will be considered by the NITC after review by the Technical Panel.

5.0 Responsibility

5.1 IMServices

IMServices will incorporate the needed hardware and software into their infrastructure to provide the following:

- LDAP directory for user /entity objects.
- Role-based authentication and authorization to the enterprise LDAP directory and applicable applications for registered users.
- Business/disaster recovery.
- Authentication methods available:
 - User ID and password
 - Two-factor authentication
 - X.509 certificates

5.2 State Agencies, Boards and Commissions

Agencies, Boards and Commissions will carry out the following responsibilities:

- Web applications requiring authentication and authorization must comply with the standard listed in Section 1.0.
- Require this standard be referenced in all RFPs (Requests for Purchase) for web applications covered by this standard.

5.3 State Government Council Directory Services Workgroup

The State Government Council's Directory Services Workgroup will provide ongoing advice and direction, including but not limited to:

- Policies for implementation;
- Benchmarks and service level agreements;
- Funding options.

6.0 Related Policies, Standards and Guidelines

- NITC Information Security Management Policy – January 23, 2001
- NITC Access Control Policy – January 23, 2001
- NITC Network Security Policy – January 23, 2001
- State Government Council's Directory Services Workgroup Phase I recommendation – July 30, 2003

From: bweakly@notes.state.ne.us
Sent: Wednesday, December 08, 2004 05:02 PM
To: rbecker@cio.state.ne.us
Cc: jscofiel@notes.state.ne.us
Subject: Identity and Access Management Standard for State Government Agencies

Item: 1.0 Standard on page 2
Change "the enterprise LDAP directory" to "the enterprise directory".

Reason:
Specifying LDAP as the required method has the potential to alienate Agencies using COTS products (i.e. Microsoft IIS).

Brad.

Brad Weakly
State of Nebraska
Division of Communications
Specialized Network Services
Phone: 402-471-3677